

CLASSIFICATION: SENIOR HISTORIAN

Class Code: 8133-27

Date Established: 6-14-13

Occupational Code: 7-5-1

Date of Last Revision:

BASIC PURPOSE: To lead, supervise and manage state and federal historic preservation programs and staff, and to act as Deputy State Historic Preservation Officer.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Administers the Division of Historical Resources' review and compliance program, ensuring that preservation projects comply with applicable federal and state laws and regulations.
- Acts as Deputy State Historic Preservation Officer, assuming the responsibilities of the State Historic Preservation Officer in her/his absence and as assigned.
- Presents official findings on the review of federal and state historic preservation projects submitted to the New Hampshire Division of Historical Resources and resolves issues raised by concerned parties such as consultants, legal representatives, state agencies, applicants, and public representatives.
- Administers state historical collection, conservation and preservation programs in a defined area of specialization according to the needs to the Division, such as acting as State Archaeologist.
- Supervises Historians and other staff engaged in planning and project review, to include evaluating work performance, assigning staff to achieve program goals and objectives, and assessing staff development needs.
- Reviews and approves or rejects recommendations made by review and compliance staff concerning findings regarding historic preservation projects.
- Assesses the effectiveness of the historic preservation program, evaluates budgetary needs, and makes recommendations for improvement.
- Monitors and evaluates proposed legislation affecting historic resources.
- Makes training and informational presentations to university classes, historical societies, professional organizations, and other groups concerning ongoing projects and historic preservation topics.
- Performs the duties of a Historian.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

SENIOR HISTORIAN

Page 2

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in archaeology, anthropology, history, architectural history, historical preservation, and/or a related field appropriate to the position's area of specialty. Each additional year of approved formal education may be substituted for one year of required work experience, except as limited to meet federal criteria for professionals in the disciplines of history, archaeology, historical preservation, and architectural history.

Experience: Six years of experience working with or in a state historic preservation office and/or in a related field appropriate to the position's area of specialty, four years of which must have been in a position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, or related management experience. Each additional year of approved work experience may be substituted for one year of required formal education, except as limited to meet federal criteria for professionals in the disciplines of history, archaeology, historical preservation, and architectural history.

License/Certification: Possession of a valid New Hampshire driver's license and/or have access to transportation for statewide travel.

SPECIAL REQUIREMENTS: Specific degree and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

RECOMMENDED WORK TRAITS: Knowledge of the administration of preservation programs and the implementation of Section 106 of the National Historic Preservation Act of 1966, as amended. Knowledge of archaeology, history, architectural history, historical preservation, and material culture. Knowledge of U.S. and NH history or prehistory. Knowledge of procedures to identify, protect and preserve historical buildings, places and objects. Knowledge of the principles and practices of supervision. Knowledge of budget building and monitoring procedures. Ability to analyze program effectiveness. Ability to work cooperatively with a variety of individuals, groups and agency personnel. Ability to express ideas clearly and concisely both orally and in writing. Ability to speak before public groups and legislative committees. Ability to perform archaeological, historical, or architectural research and write technical reports on the findings. Ability to establish and maintain effective working relationships with personnel of federal, state and local public and private agencies, consultants, legal representatives, municipal officials, property owners and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.